

POSITION DESCRIPTION**NR-2****Town of Needham****Program Coordinator****6/98**

Responsible to a Town department manager and/or appropriate designee for the coordination and supervision of a specified program.

Duties:

- Hiring, scheduling, and supervising of staff and/or volunteers for the program.
- Interacting with program participants as appropriate, addressing their needs and conveying their needs to the Town department manager.
- Assessing emergency situations and making appropriate decisions.
- Monitoring and evaluating the efficacy of programs and services and conveying that information to the department manager.
- Ensuring compliance with grant requirements for the program in conjunction with the Town department manager, if appropriate.
- Researching program and service delivery methods.
- Referring requests for capital or operational expenses beyond budget provisions, or problems with potential public relations or liability impact to the Town department head for information or advice.

Basic Knowledge:

Position requires extensive knowledge of a specified field, and/or general knowledge equivalent to completion of three or four years of college.

Experience:

Position requires 1-3 years work experience in program management, research and evaluation.

Independent Action:

Incumbent functions independently with little direct supervision, referring unusual problems to supervisor for assistance.

Supervisory Responsibility:

The incumbent may supervise volunteers, clerical staff, and/or Assistant Program Coordinator.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.